



JOB DESCRIPTION

Position Title: **Adjunct County Extension Agent**

Working Area: **4-H Program**

Class Code: 3001

Exempt

EEO Code: 02

Effective Date: August 29, 2002

Major Function

Professional work involving the development and implementation of the 4-H Program in Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates the 4-H Youth program in Seminole County. Organizes and coordinates the activities of traditional 4-H clubs, 4-H special interest programs, individual 4-H members, and school enrichment 4-H programs. Completes monthly and yearly activity and enrollment reports.

Coordinates basic 4-H maintenance activities and events such as County Event Day, Achievement Day, Central Florida Fair, Fashion Review, Share the Fun etc. Develops and maintains an effective 4-H youth Extension Advisory Committee. Coordinates and effective 4-H volunteer system and 4-H leaders to work with 4-H groups.

Coordinates the leadership and citizenship activities of 4-H youth through use of 4-H council and leadership development programs. Aggressively seeks and generates support for the expansion of 4-H youth programs, contacts principals and teachers to set up educational activities including the use of 4-H School Enrichment Programs. Promotes 4-H programs through mass media.

Coordinates the yearly scheduling of volunteers, planning of curriculum and implementation of six (6) hour special interest programs for 4-H clubs and non-club members.

Must adhere to the policies, procedures, reports and evaluations of the University of Florida Cooperative Extension Services.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Thorough knowledge of the principles, practices methods, and techniques of teaching all phases of youth development in an informal educational setting.

Considerable ability to relate well to youth, adults, and faculty through non-formal education. Considerable ability to develop and implement effective education programs. Ability to motivate, recruit, organize, and train 4-H youth volunteer leaders. Ability to communicate effectively both orally and in writing. Ability to use good independent judgment in carrying out program activities.

Bachelor's Degree in agriculture, Home Economics or a closely related field and two (2) years related experience.

Must be approved and receive a certificate from the University of Florida's Cooperative Extension Service as an Adjunct Extension Agent prior to appointment.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The normal working environment for this position is a combination of normal office duties and duties that are performed in a classroom or teaching environment.